Application for Religious Accommodations

To request religious accommodations:

1. Complete this form in full. Read and sign the Authorization (Part 5) below.
2. Be sure that:
   - Your documentation includes the information listed in Part 2 of this application.
   - If applicable, include supporting documentation (e.g., records of prior religious accommodations, fingerprints, government forms, etc.) with this application as necessary to support your request.
   - All information you submit is typed or printed. Material from evaluators must be on official letterhead.
   - All documents are in English. You are responsible for providing certified English translations of any foreign-language documentation.
3. Send your completed CCO Application for Religious Accommodations and supporting documentation to CCO via email or mail at least four (4) weeks prior to your testing date, to:

   CCO
   ATTN: Testing Accommodations
   5250 S. Commerce Drive, Suite 100
   Murray, UT 84107

   Email: testing.accommodations@nccco.org

4. After submission, we may require additional information from you. If so, please provide that information promptly to avoid any delay in processing your accommodations request.
5. ***Please be advised that some types of approved religious accommodations may not apply to every testing modality.*** For example, if you are approved for a non-photo ID/certification card accommodation, you may not be able to receive the approved accommodation for Online Proctored Testing (OPT) or Event Online Testing (EOT).

Applications for religious accommodations must comply with the applicable exam registration deadlines. However, applicants are encouraged to submit their application and documentation as early as possible to allow for ample time for consideration of the request. Requests may take up to four (4) weeks.

PLEASE NOTE THAT INCOMPLETE DOCUMENTATION MAY DELAY OR EVEN PREVENT THE PROCESSING OF YOUR REQUEST

PART 1.

SECTION A. BIOGRAPHICAL INFORMATION

FULL LEGAL NAME First	Middle	Last	Suffix (Jr., Sr., III)

DATE OF BIRTH	CCO CERTIFICATION NUMBER (IF AVAILABLE)	CANDIDATE ID (IF AVAILABLE)

MAILING ADDRESS

CITY	STATE	ZIP	COUNTRY

PHONE (HOME)	PHONE (CELL)	EMAIL

I request CCO communicate with me via: ❑ Postal mail ❑ Email

By providing contact information for someone other than yourself, you authorize CCO to communicate with the third-party regarding your religious objections and this application for religious accommodations.

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SECTION B. NATURE OF RELIGIOUS OBJECTIONS

What is the nature of your religious objections?

PART 2.

SECTION A. DOCUMENTATION—GENERAL

You ***must*** submit adequate evidence of a religious objection to receive religious accommodations. The type and amount of documentation that you must submit will depend on the nature of the specific testing accommodation(s) requested. For example, if you are requesting a non-photo ID/certification card, then you will need to provide objective evidence verifying that the religious beliefs are sincerely held.

Examples of types of documentation include:

- Proof of past or current accommodations
- A birth certificate
- Identification card
- Other government forms
- Letter from clergy

In some cases, only one or two of the above types of documentation will be needed to determine the need for the requested religious accommodation.

If you are requesting a non-photo ID/certification card, in addition to any other documentation, ***you will also need to provide a full set of fingerprints for identification.***

SECTION B. PREVIOUS RELIGIOUS ACCOMMODATIONS FROM CCO

Have you previously received religious accommodations from CCO in the ***past five (5) years***? ❑ Yes ❑ No

If yes, please provide details below and ***submit documentation/verification of religious accommodations with this application****.*

Are you requesting the same religious accommodations for which you previously received approval? ❑ Yes ❑ No

If yes, please provide details below and ***submit documentation/verification of religious accommodations with this application****.*

If you checked "Yes" to both questions above, then you do not need to provide further supporting documentation under Sections C and D, and you may proceed to Part 3. If you selected "No" for either of the questions in Section B above, then you must provide supporting documentation and respond to Sections C and D below.

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SECTION C. OTHER PRIOR ACCOMMODATIONS

Have you received religious accommodations from another testing organization in the last three (3) years? ❑ Yes ❑ No

If yes, please provide name of examination and religious accommodations received.

Please provide documentation/certification sufficient to prove that you received such religious accommodations.

Have you received religious accommodations from a government agency? ❑ Yes ❑ No

If yes, please provide type of religious accommodations received.

Please provide documentation/certification sufficient to prove that you received such religious accommodations.

SECTION D. OTHER TYPES OF DOCUMENTATION

If you do not have documentation under Section B or C, or if you wish to verify your religious objection with reference to other or additional types of documentation, please include any relevant documentation demonstrating your religious objection and the current need for religious accommodations. A list of the various types of documentation can be found in Section A.

PART 3.

RELIGIOUS ACCOMMODATIONS YOU ARE REQUESTING

Select all that apply:

- ❑ Non-photo ID/Certification card
- ❑ Religious headwear or garb
- ❑ Other (please specify): _____

PART 4.

PERSONAL STATEMENT

Please describe, in your own words, your reasons for requesting religious accommodations. Attach additional pages if necessary.

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PART 4.

SECTION F. ATTESTATION AND AUTHORIZATION

By signing below, I attest that the information I have provided on this application is accurate, true, and correct to the best of my knowledge.

I hereby certify that I presently have a religious objection, as described above, that requires religious accommodations.

I agree to and hereby authorize the release of the above-referenced information to CCO for use in determining eligibility for the requested accommodation in testing.

I agree and consent to the release of this application and any supporting documentation in compliance with a subpoena or other legal obligation requiring its disclosure.

I understand that CCO reserves the right to verify any and all information in my application.

I further understand and agree that my failure to provide accurate, true, and correct information shall constitute grounds for rejection of my request for this accommodation in testing.

Signature: _____ Date: _____

Your request will be reviewed upon receipt of all relevant materials as described above.

You will receive a decision by written notification from CCO.

For reasons of confidentiality, information regarding the granting or denial of religious accommodations will not be released by telephone.

If you have any questions, please contact CCO Testing Accommodations at testing.accommodations@nccco.org.

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